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01/004/07/basic

BASIC
SSA Pub. No. 68-0100407
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Audience: OCRO/DOC:ADOCPA, DPBDT, DPBLDT, SDOCPA, WBPA

Originating Office: OPR

PROGRAM OPERATIONS MANUAL SYSTEM
Part 01 - Records Maintenance
Chapter 004 - SSN Applications - Four-Phase Data Entry
Subchapter 07 - Data Entry Instructions for SSN Applications (5/88 Version)

New Material

No. of Pages

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Background

The 5/88 version of Form SS-5 must be keyed differently from previous versions due to differences in data fields and their natures. New Four-Phase jobs RGENT RFORC and RSPEC are now available for keying data from the 5/88 version. This new subchapter includes instructions for keying these jobs.

E

**U.S. Department of Health and Human Services**
**Social Security Administration**
**Office of Policy**
SSA Pub. No. 68-0100407
I.C.N. Nonstock

Effective Date: Upon Notification

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HE3.6/5:

# POMS

**PROGRAM OPERATIONS MANUAL SYSTEM**

**Part 01**

**Records Maintenance**

## CHAPTER 004

## SSN Applications - Four-Phase Data Entry

## SUBCHAPTER 07

# Data Entry Instructions for SSN Applications (5/ 88 Version)

**U.S. Department of**
**Health and Human Services**
**Social Security Administration**
Office of Policy
SSA Pub. No. 68-0100407
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## Check List of POMS Transmittals Received

| TN | Date | Initial | TN | Date | Initial | TN | Date | Initial | TN | Date | Initial |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | | | 37. | | | 73. | | | 109. | | |
| 2. | | | 38. | | | 74. | | | 110. | | |
| 3. | | | 39. | | | 75. | | | 111. | | |
| 4. | | | 40. | | | 76. | | | 112. | | |
| 5. | | | 41. | | | 77. | | | 113. | | |
| 6. | | | 42. | | | 78. | | | 114. | | |
| 7. | | | 43. | | | 79. | | | 115. | | |
| 8. | | | 44. | | | 80. | | | 116. | | |
| 9. | | | 45. | | | 81. | | | 117. | | |
| 10. | | | 46. | | | 82. | | | 118. | | |
| 11. | | | 47. | | | 83. | | | 119. | | |
| 12. | | | 48. | | | 84. | | | 120. | | |
| 13. | | | 49. | | | 85. | | | 121. | | |
| 14. | | | 50. | | | 86. | | | 122. | | |
| 15. | | | 51. | | | 87. | | | 123. | | |
| 16. | | | 52. | | | 88. | | | 124. | | |
| 17. | | | 53. | | | 89. | | | 125. | | |
| 18. | | | 54. | | | 90. | | | 126. | | |
| 19. | | | 55. | | | 91. | | | 127. | | |
| 20. | | | 56. | | | 92. | | | 128. | | |
| 21. | | | 57. | | | 93. | | | 129. | | |
| 22. | | | 58. | | | 94. | | | 130. | | |
| 23. | | | 59. | | | 95. | | | 131. | | |
| 24. | | | 60. | | | 96. | | | 132. | | |
| 25. | | | 61. | | | 97. | | | 133. | | |
| 26. | | | 62. | | | 98. | | | 134. | | |
| 27. | | | 63. | | | 99. | | | 135. | | |
| 28. | | | 64. | | | 100. | | | 136. | | |
| 29. | | | 65. | | | 101. | | | 137. | | |
| 30. | | | 66. | | | 102. | | | 138. | | |
| 31. | | | 67. | | | 103. | | | 139. | | |
| 32. | | | 68. | | | 104. | | | 140. | | |
| 33. | | | 69. | | | 105. | | | 141. | | |
| 34. | | | 70. | | | 106. | | | 142. | | |
| 35. | | | 71. | | | 107. | | | 143. | | |
| 36. | | | 72. | | | 108. | | | 144. | | |

## Check List of POMS Transmittals Received

| TN | Date | Initial | TN | Date | Initial | TN | Date | Initial | TN | Date | Initial |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 145. | | | 181. | | | 217. | | | 253. | | |
| 146. | | | 182. | | | 218. | | | 254. | | |
| 147. | | | 183. | | | 219. | | | 255. | | |
| 148. | | | 184. | | | 220. | | | 256. | | |
| 149. | | | 185. | | | 221. | | | 257. | | |
| 150. | | | 186. | | | 222. | | | 258. | | |
| 151. | | | 187. | | | 223. | | | 259. | | |
| 152. | | | 188. | | | 224. | | | 260. | | |
| 153. | | | 189. | | | 225. | | | 261. | | |
| 154. | | | 190. | | | 226. | | | 262. | | |
| 155. | | | 191. | | | 227. | | | 263. | | |
| 156. | | | 192. | | | 228. | | | 264. | | |
| 157. | | | 193. | | | 229. | | | 265. | | |
| 158. | | | 194. | | | 230. | | | 266. | | |
| 159. | | | 195. | | | 231. | | | 267. | | |
| 160. | | | 196. | | | 232. | | | 268. | | |
| 161. | | | 197. | | | 233. | | | 269. | | |
| 162. | | | 198. | | | 234. | | | 270. | | |
| 163. | | | 199. | | | 235. | | | 271. | | |
| 164. | | | 200. | | | 236. | | | 272. | | |
| 165. | | | 201. | | | 237. | | | 273. | | |
| 166. | | | 202. | | | 238. | | | 274. | | |
| 167. | | | 203. | | | 239. | | | 275. | | |
| 168. | | | 204. | | | 240. | | | 276. | | |
| 169. | | | 205. | | | 241. | | | 277. | | |
| 170. | | | 206. | | | 242. | | | 278. | | |
| 171. | | | 207. | | | 243. | | | 279. | | |
| 172. | | | 208. | | | 244. | | | 280. | | |
| 173. | | | 209. | | | 245. | | | 281. | | |
| 174. | | | 210. | | | 246. | | | 282. | | |
| 175. | | | 211. | | | 247. | | | 283. | | |
| 176. | | | 212. | | | 248. | | | 284. | | |
| 177. | | | 213. | | | 249. | | | 285. | | |
| 178. | | | 214. | | | 250. | | | 286. | | |
| 179. | | | 215. | | | 251. | | | 287. | | |
| 180. | | | 216. | | | 252. | | | 288. | | |

# 00407.000 Data Entry Instructions for SSN Applications (5/88 Version)


| | Section |
|---|---|
| Parts of Form SS-5 (5/88 Version) | 00407.001 |
| How to Review Form SS-5 (5/88 Version) Before Keying | 00407.002 |
| How to Batch Forms SS-5 (5/88 Version) For Keying—Operating Procedure | 00407.003 |
| How to Key Job RGENT | 00407.004 |
| How to Key Job RFORC | 00407.005 |
| How to Key Job RSPEC | 00407.006 |

## 00407.001 Parts of Form SS-5 (5/88 Version)

### A. Exhibit

# SOCIAL SECURITY ADMINISTRATION
## Application for a Social Security Card

Form Approved OMB No. 0960-0066

**INSTRUCTIONS**

- Please read "How To Complete This Form" on page 2.
- Print or type using black or blue ink. DO NOT USE PENCIL.
- After you complete this form, take or mail it along with the required documents to your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 16.

**1 NAME** (To Be Shown On Card) (1) — FIRST / FULL MIDDLE NAME / LAST

FULL NAME AT BIRTH IF OTHER THAN ABOVE (2) — FIRST / FULL MIDDLE NAME / LAST

OTHER NAMES USED (3)

**2 MAILING ADDRESS** (Do Not Abbreviate) (4) — STREET ADDRESS, APT. NO., PO BOX, RURAL ROUTE NO.

(5) CITY (6) STATE (7) ZIP CODE

**3 CITIZENSHIP** (Check One) (8) ☐ U.S. Citizen ☐ Legal Alien Allowed To Work ☐ Legal Alien Not Allowed To Work ☐ Foreign Student Allowed Restricted Employment ☐ Conditionally Legalized Alien Allowed To Work ☐ Other (See Instructions On Page 2)

**4 SEX** (9) ☐ Male ☐ Female

**5 RACE/ETHNIC DESCRIPTION** (10) (Check One Only—Voluntary) ☐ Asian, Asian-American Or Pacific Islander ☐ Hispanic ☐ Black (Not Hispanic) ☐ North American Indian Or Alaskan Native ☐ White (Not Hispanic)

**6 DATE OF BIRTH** (11) MONTH DAY YEAR

**7 PLACE OF BIRTH** (Do Not Abbreviate) (12) CITY STATE OR FOREIGN COUNTRY

(13) Office Use Only PCI

**8 MOTHER'S MAIDEN NAME** (14) FIRST / FULL MIDDLE NAME / LAST NAME AT HER BIRTH

**9 FATHER'S NAME** (15) FIRST / FULL MIDDLE NAME / LAST

**10** Has the person in item 1 ever applied for or received a Social Security number before? (16) ☐ Yes (If "yes", answer questions 11-13.) ☐ No (If "no", go on to question 14.) ☐ Don't Know (If "don't know", go on to question 14.)

**11** Enter the Social Security number previously assigned to the person listed in item 1. (17) ☐☐☐-☐☐-☐☐☐☐

**12** Enter the name shown on the most recent Social Security card issued for the person listed in item 1. (18) FIRST / MIDDLE / LAST

**13** Enter any different date of birth if used on an earlier application for a card. (19) MONTH DAY YEAR

**14 TODAY'S DATE** (20) MONTH DAY YEAR **15 DAYTIME PHONE NUMBER** ( ) (21) AREA CODE

DELIBERATELY FURNISHING OR CAUSING TO BE FURNISHED FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH.

**16 YOUR SIGNATURE** (22)

**17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:** (23) ☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other (Specify)

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

| NPN (24) | DOC (25) | NTI (26) | CAN (27) | ITV (28) |
|---|---|---|---|---|

| PBC (29) | EVI (30) | EVA (31) | EVC (32) | NWR (33) | DNR (34) | UNIT (35) |
|---|---|---|---|---|---|---|

EVIDENCE SUBMITTED (36)

SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW

DATE

DCL (37) DATE

Form SS-5 (5/88) 1/85, 8/85, and 11/86 editions may be used until supply is exhausted (38) (39)

**B. Description of Form SS-5 (5/88)**

KEY: Field # is taken from the exhibit above.

| *Field # / Name* | | *Contains the...* |
|---|---|---|
| 1 | Name to be shown on card | applicant's name |
| 2 | Full name at birth | applicant's name at birth |
| 3 | Other names used | other names used by the applicant |
| 4 | Mailing address street | street portion of applicant's mailing address |
| 5 | Mailing address city | city portion of applicant's mailing address |
| 6 | Mailing address state | state portion of applicant's mailing address |
| 7 | ZIP code | applicant's ZIP code |
| 8 | Citizenship | applicant's citizenship/alien status |
| 9 | Sex | applicant's sex |
| 10 | Race/ethnic description | applicant's race/ethnic description |
| 11 | Date of birth | applicant's birthdate |
| 12 | Place of birth | applicant's birthplace |
| 13 | Foreign country indicator | indication that applicant was born in a foreign country |
| 14 | Mother's maiden name | name of applicant's mother at her birth |
| 15 | Father's name | name of applicant's father |
| 16 | Has the person in item # 1 ever applied for or received a Social Security number before? | applicant's allegation of whether he/she has ever had a Social Security number before |
| 17 | Social Security number previously assigned | applicant's Social Security number |
| 18 | Name on most recent card | applicant's name as it appeared on his/her last Social Security card |
| 19 | Different date of birth | birthdate the applicant used on a prior application if different from the one used on the current application |
| 20 | Today's date | date the applicant signed the application |
| 21 | Phone number | applicant's telephone number |
| 22 | Your signature | signature of individual who signed the application |
| 23 | Your relationship | relationship of the person filing the SS-5 to the applicant |
| 24 | NPN | nonprogram number |
| 25 | DOC | district office code |

**B. Description of Form SS-5 (5/88) (Cont.)**

| *Field # / Name* | | *Contains the...* |
|---|---|---|
| 26 | NTI | indication that the field office wants notification of the SSN assigned |
| 27 | CAN | claimant account number |
| 28 | ITV | interview code |
| 29 | PBC | indication as to whether the applicant submitted a US State or local birth certificate established before age 5 |
| 30 | EVI | indication as to whether the applicant submitted evidence of identity |
| 31 | EVA | indication as to whether the applicant submitted evidence of age |
| 32 | EVC | indication as to whether the applicant submitted evidence of citizenship/alien status |
| 33 | NWR | indication as to whether the applicant established a nonwork reason for having an SSN |
| 34 | DNR | indication as to whether the applicant is requesting assignment of a different SSN |
| 35 | UNIT | unit code |
| 36 | Evidence Submitted | description of submitted evidence |
| 37 | DCL | certification date |
| 38 | EC | entry code |
| 39 | ESC | entry subcode |

## 00407.002 How to Review Form SS-5 (5/88) Before Keying

**A. Kinds of Mandatory Fields**

M = mandatory

| *Field Name* | *Job RGENT* | *Job RFORC* | *Job RSPEC* |
|---|---|---|---|
| Name to be shown on card | M | M | M |
| Mailing address state | M | M | |
| Mailing address ZIP code | M | M | |
| Citizenship | M | M | |
| Date of birth | M | M | M |
| Place of birth | M | M | |
| Parents' names | M<br>**NOTE:** At least one of the names or "UNKNOWN" must be shown. | M<br>**NOTE:** At least one of the names or "UNKNOWN" must be shown. | M<br>**NOTE:** At least one of the names or "UNKNOWN" must be shown. |

**A. Kinds of Mandatory Fields (Cont.)**

| *Field Name* | *Job RGENT* | *Job RFORC* | *Job RSPEC* |
|---|---|---|---|
| Social Security number (SSN) | | | M<br>NOTE: SS-5 must be marked "RSPEC". |
| District office code (DOC) | M | M | M |
| PBC | | M | M |
| EVI | | M | M |
| EVA | | M | M |
| EVC | | M | M |
| NWR | | M if citizenship/ alien status = 3 or 6 | M if citizenship/ alien status = 3 or 6 |
| Entry code (EC) | | | M |
| Entry subcode (ESC) | | | M if entry code = 0 or 2 |

**B. Procedure**

| *STEP* | *ACTION* |
|---|---|
| 1 | Are all mandatory fields on the SS-5 completed?<br>• If yes, go to step 2.<br>• If no, go to step 3. |
| 2 | Are all of the completed fields on the SS-5 completed correctly?<br>• If yes, go to RM00407.003.<br>• If no, go to step 3. |
| 3 | Return the incomplete or incorrectly completed SS-5 to its origin for correction/completion. |

**C. References**

RM00407.001, Form SS-5
RM00407.004, How to Key Job RGENT
RM00407.005, How to Key Job RFORC
RM00407.006, How to Key Job RSPEC
RM00406.003, Special Rules for Completion/keying of Form SS-5

## 00407.003 How to Batch Forms SS-5 (5/88) for Keying—Operating Procedure

| *STEP* | *ACTION* |
|---|---|
| 1 | Separate the forms for each job into workable batches for the data entry clerks. |
| 2 | Assign a five-digit batch number to each batch. The first three digits of the batch number must be the Julian date of the day the forms are batched. The last two digits must be in ascending numerical order. |
| 3 | Write the batch number on the batch control form and place the form on top of the batch. |
| 4 | Count the forms in each batch. |

| STEP | ACTION |
|---|---|
| 5 | For each batch, enter the following in the control log for the particular job:<br>• batch number<br>• today's date<br>• the number of forms in the batch<br>• the assigned initials or name of the data entry clerk who will key the batch. |
| 6 | Give out the batches to the data entry clerks. |

## 00407.004 How to Key Job RGENT

**A. Preview**

| PROCEDURE | REFERENCE |
|---|---|
| How to display job RGENT | B. below |
| How to key Program Level 1 in RGENT | D. below |
| How to key Program Level 2 in RGENT | F. below |
| How to key Program Level 3 in RGENT | H. below |
| How to end job RGENT | I. below |

**B. Procedure—How to Display Job RGENT**

| STEP | ACTION |
|---|---|
| 1 | Enter your assigned initials. |
| 2 | Press MODE key. |
| 3 | Press E. |
| 4 | Key RGENT. |
| 5 | Key a comma (,). |
| 6 | Key the 5-digit batch number. |
| 7 | Press the SKIP key.<br>**RESULT:** The screen prompt "DOC" appears. |

**C. Exhibit** Program Level 1 portion of the Form SS-5

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

| NPN | DOC (1) | NTI | CAN | ITV |
|---|---|---|---|---|
| PBC / EVI / EVA / EVC / NWR / DNR / UNIT | | | | |
| EVIDENCE SUBMITTED | | | SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW<br>DATE | |
| | | | DCL (2) DATE | |

Form SS-5 (5/88) 1/85, 9/85, and 11/86 editions may be used until supply is exhausted

**D. Procedure—How to Key Program Level 1 in RGENT**

**1. DISTRICT OFFICE CODE**

Prompt is DOC. Input positions are 1-3. Must enter. Must fill.

Key the code as shown on the SS-5.

**D. Procedure—How to Key Program Level 1 In RGENT (Cont.)**

**2. CERTIFICATION DATE**

Prompt is DCL. Input positions are 4-9. Must enter.

Key the date as shown on the SS-5.

**RESULT:** The screen automatically links to position 1 of Program Level 2.

**E. Exhibit**

Program Level 2 portion of Form SS-5.

---

# SOCIAL SECURITY ADMINISTRATION
## Application for a Social Security Card

Form Ap
OMB No

INSTRUCTIONS

- Please read "How To Complete This Form" on page 2.
- Print or type using black or blue ink. DO NOT USE PENCIL.
- After you complete this form, take or mail it along with the required documen to your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 16.

**1 NAME**
To Be Shown On Card

▶ (1)
FIRST | FULL MIDDLE NAME | LAST

FULL NAME AT BIRTH IF OTHER THAN ABOVE

(2)
FIRST | FULL MIDDLE NAME | LAST

OTHER NAMES USED

**2 MAILING ADDRESS**
Do Not Abbreviate

▶
STREET ADDRESS, APT. NO., PO BOX, RURAL ROUTE NO.

(3) (4)
CITY | STATE | ZIP CODE

---

**F. Procedure—How to Key Program Level 2 In RGENT**

**1. NAME TO BE SHOWN ON CARD**

Prompt is NAA. Input positions are 1-53. Must enter.

**CAUTION:** The only special characters you may type in this field are hyphens and apostrophes.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| *STEP* | *ACTION* |
|---|---|
| 1 | Does the SS-5 show that the applicant uses only a single name?<br>• If yes, type UNKNOWN and press SKIP **twice.** Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show a first name?<br>• If yes, type the name using up to 16 characters and press SKIP.<br>• If no, type the middle name as the first name, using up to 16 characters, and press SKIP. |

## F. Procedure—How to Key Program Level 2 in RGENT (Cont.)

### 1. NAME TO BE SHOWN ON CARD (Cont.)

| STEP | ACTION |
|---|---|
| 3 | Does the SS-5 show a first name **and** a middle name?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Type the surname shown on the SS-5 using up to 21 characters and press SKIP. |
| 5 | Does the SS-5 show a surname suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the NAB prompt. |

### 2. FULL NAME AT BIRTH

Prompt is NAB. Input positions are 54-106.

**CAUTION:** The only special characters you may type in this field are hyphens and apostrophes.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show a name at birth that is different from the name to be shown on card?<br>• If yes, go to step 2.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the STE prompt. |
| 2 | Does the SS-5 show that the applicant uses only a single name?<br>• If yes, type UNKNOWN and press SKIP twice. Go to step 5.<br>• If no, go to step 3. |
| 3 | Does the SS-5 show a first name?<br>• If yes, type the name using up to 16 characters and press SKIP.<br>• If no, type the middle name as the first name, using up to 16 characters and press SKIP. |
| 4 | Does the SS-5 show a first name **and** a middle name?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, go to step 5. |
| 5 | Type the surname shown on the SS-5 using up to 21 characters. |

## F. Procedure—How to Key Program Level 2 in RGENT (Cont.)

**2. FULL NAME AT BIRTH (Cont.)**

| STEP | ACTION |
|---|---|
| 6 | Does the SS-5 show a surname suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the STE prompt. |

**3. MAILING ADDRESS STATE**

Prompt is STE. Input positions are 107-108. Must enter. Must fill.

| *IF the mailing address on the SS-5 is...* | *THEN type...* |
|---|---|
| a U.S. State | the 2-letter State code<br>**REFERENCE:** RM00499.003 gives standard abbreviations. |
| Puerto Rico | PR |
| Virgin Islands | VI |
| American Samoa | AS |
| Guam | GU |
| Northern Mariana Islands | MP |
| any other foreign country | FF |

**4. ZIP CODE**

Prompt is ZIP. Input positions are 109-118. Must enter.

Is the mailing address in the U.S.?

• If yes, this chart tells you how to key the ZIP code.

| *IF the ZIP code shown is...* | *THEN...* |
|---|---|
| 5 positions | • key the 5-position ZIP code AND<br>• press SKIP. |
| 9 positions | key the 9-position ZIP code<br>**RESULT:** The screen automatically links to position 1 of Program Level 3. |

• If no, this chart tells you how to key the ZIP code.

| *IF the mailing address on the SS-5 is...* | *THEN...* |
|---|---|
| the Philippines | • key 96528 AND<br>• press SKIP. |
| Mexico | • key 78520 AND<br>• press SKIP. |
| Canada | • key 14301 AND<br>• press SKIP. |

**F. Procedure—How to Key Program Level 2 In RGENT (Cont.)**

4. ZIP CODE (Cont.)

| *IF the mailing address on the SS-5 is. . .* | *THEN. . .* |
|---|---|
| any other foreign country | • key 21203 AND<br>• press SKIP.<br>**RESULT:** The screen automatically links to position 1 of Program Level 3. |

**G. Exhibit** Program Level 3 portion of Form SS-5

3 CITIZENSHIP (Check One) (1) ☐ U.S Citizen ☐ Legal Alien Allowed To Work ☐ Legal Alien Not Allowed To Work ☐ Foreign Student Allowed Restricted Employment ☐ Conditionally Legalized Alien Allowed To Work ☐ Other (See Instructions On Page 2)

4 SEX (2) ☐ Male ☐ Female

5 RACE/ETHNIC DESCRIPTION (Check One Only—Voluntary) (3) ☐ Asian, Asian-American Or Pacific Islander ☐ Hispanic ☐ Black (Not Hispanic) ☐ North American Indian Or Alaskan Native ☐ White (Not Hispanic)

6 DATE OF BIRTH (4) MONTH DAY YEAR

7 PLACE OF BIRTH (Do Not Abbreviate) (5a) CITY (5b) STATE OR FOREIGN COUNTRY

(6) Office Use Only FCI

8 MOTHER'S MAIDEN NAME (7) FIRST FULL MIDDLE NAME LAST NAME AT HER BIRTH

9 FATHER'S NAME (8) FIRST FULL MIDDLE NAME LAST

10 Has the person in item 1 ever applied for or received a Social Security number before?

☐ Yes (If "yes", answer questions 11-13.) ☐ No (If "no", go on to question 14.) ☐ Don't Know (If "don't know", go on to question 14.)

11 Enter the Social Security number previously assigned to the person listed in item 1.

☐☐☐-☐☐-☐☐☐☐

12 Enter the name shown on the most recent Social Security card issued for the person listed in item 1.

FIRST MIDDLE LAST

13 Enter any different date of birth if used on an earlier application for a card. MONTH DAY YEAR

14 TODAY'S DATE ▶ MONTH DAY YEAR 15 DAYTIME PHONE NUMBER ▶ ( ) AREA CODE

DELIBERATELY FURNISHING (OR CAUSING TO BE FURNISHED) FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH.

16 YOUR SIGNATURE ▶

17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:

☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other (Specify)

**H. Procedure—How to Key Program Level 3 In RGENT**

1. CITIZENSHIP/ ALIEN STATUS — Prompt is CSP. Input position is 1. Must enter.

## H. Procedure—How to Key Program Level 3 In RGENT (Cont.)

**1. CITIZENSHIP/ ALIEN STATUS (Cont.)**

| *If the SS-5 shows citizenship/ alien status...* | *THEN type...* |
|---|---|
| U.S citizen | 1 |
| legal alien allowed to work | 2 |
| legal alien not allowed to work | 3 |
| foreign student allowed restricted employment | 4 |
| conditionally legalized alien allowed to work | 5 |
| other | 6 |

**2. SEX**

Prompt is SEX. Input position is 2.

| *STEP* | *ACTION* |
|---|---|
| 1 | Is the sex unknown?<br>• If yes, go to step 2.<br>• If no, go to step 3. |
| 2 | Is the sex evident from name or other indicators?<br>• If yes, go to step 3.<br>• If no, press SKIP. |
| 3 | Type 1 letter:<br>F = Female M = Male |

**3. RACE/ ETHNIC DESCRIPTION**

Prompt is ETB. Input position is 3.

| *IF THE SS-5 SHOWS...* | *THEN...* |
|---|---|
| Asian, Asian-American or Pacific Islander | type 1. |
| Hispanic | type 2. |
| Black (not Hispanic) | type 3. |
| North American Indian or Alaskan Native | type 4. |
| White (not Hispanic) | type 5. |
| no entry | press SKIP. |

**4. DATE OF BIRTH**

Prompt is DOB. Input positions are 4-11. Must enter. Must fill.

Type the applicant's birthdate in MMDDYY format. Fill any missing positions wit zero (0).

**CAUTION:** The system will automatically generate the century 19. To change this century, field back and change the 9 to 8.

**5. PLACE OF BIRTH**

Prompt is PLB.

**a. City**

Input positions are 12-38. Must enter.

Does the SS-5 show the city where the applicant was born?

- If yes, type the name of the city using up to 27 characters and press SKIP.
  **NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.
- If no, type a question mark (?) in the first position and press SKIP.

## H. Procedure—How to Key Program Level 3 In RGENT (Cont.)

**5. PLACE OF BIRTH (Cont.)**

**b. State**

Input positions are 39-40. Must enter. Must fill.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show the State or country where the applicant was born?<br>• If **yes to either,** type the 2 position state or foreign country code. Go to field # 6.<br>**REFERENCE:** RM00499.003 gives standard abbreviations.<br>• If **no to both,** go to Step # 2. |
| 2 | Was the applicant born in the U.S.?<br>• If **yes,** type US. Go to Field # 7.<br>• If **no,** type UN. |

**6. FOREIGN COUNTRY INDICATOR**

Prompt is FCI. Input position is 41. AUTO SKIP.

Was the applicant born in the U.S.?

- If yes, go to field # 7.
- If no, field back and type F.

**7. MOTHER'S NAME AT BIRTH**

Prompt is MNA. Input positions are 42-94. Must enter.

**CAUTION:** The only special characters you may type in this field are hyphen, apostrophe, and question mark (?).

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show that the applicant's mother uses only a single name?<br>• If **yes,** type **UNKNOWN** and press SKIP **twice.** Go to step 4.<br>• If **no,** go to step 2. |
| 2 | Does the SS-5 show the first name of the applicant's mother?<br>• If yes, type the first name using up to 16 characters and press SKIP.<br>• If no, type a question mark(?) in the first position and press SKIP. |
| 3 | Does the SS-5 show the middle name of the applicant's mother?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Does the SS-5 show the maiden name of the applicant's mother?<br>• If yes, type the maiden name using up to 21 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKIP. |
| 5 | Does the SS-5 show a last name suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP. |

**8. FATHER'S NAME**

Prompt is FNA. Input positions are 95-147.

**H. Procedure—How to Key Program Level 3 In RGENT (Cont.)**

**8. FATHER'S NAME (Cont.)**

**CAUTION:** The only special characters you may type in this section are hyphe apostrophe, and question mark.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| *STEP* | *ACTION* |
|---|---|
| 1 | Does the SS-5 show that the applicant's father uses only a single name<br>• If yes, type **UNKNOWN** and press SKIP **twice.** Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show the first name of the applicant's father?<br>• If yes, type the first name using up to 16 characters and press SKI<br>• If no, type a question mark(?) in the first position and press SKIP. |
| 3 | Does the SS-5 show the middle name of the applicant's father?<br>• If yes, type the middle name using up to 16 characters and press S<br>• If no, press SKIP. |
| 4 | Does the SS-5 show the last name of the applicant's father?<br>• If yes, type the name using up to 21 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKIP. |
| 5 | Does the SS-5 show a last name suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP. |

**I. Procedure—How to End Job RGENT**

Press MODE key, then X, then C. Return the completed batch of SS-5s to the F Phase control area.

**J. References**

RM00407.001, Form SS-5
RM00406.002, Special Rules for Keying Names

## 00407.005 How to Key Job RFORC

**A. Preview**

| *PROCEDURE* | *REFERENCE* |
|---|---|
| How to display job RFORC | B. below |
| How to key Program Level 1 in RFORC | D. below |
| How to key Program Level 2 in RFORC | F. below |
| How to key Program Level 3 in RFORC | H. below |
| How to end job RFORC | I. below |

**B. Procedure—How to Display Job RFORC**

| *STEP* | *ACTION* |
|---|---|
| 1 | Enter your assigned initials. |
| 2 | Press MODE key. |
| 3 | Press E. |
| 4 | Key RFORC. |
| 5 | Key a comma (,). |
| 6 | Key the 5-digit batch number. |
| 7 | Press the SKIP key. |

**B. Procedure—How to Display Job RFORC (Cont.)**

| STEP | ACTION |
|---|---|
| | **RESULT:** The screen prompt "NPN" appears. |

**C. Exhibit** Program Level 1 portion of Form SS-5

| DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY) | | | | | | | |
|---|---|---|---|---|---|---|---|
| NPN (1) | | DOC | NTI | CAN (2) | | ITV (3) | |
| PBC (4) | EVI (5) | EVA (6) | EVC (7) | NWR (8) | DNR | UNIT | |
| EVIDENCE SUBMITTED | | | | SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW<br>DATE | | | |
| | | | | DCL (9) | | DATE | |

Form SS-5 (5/88) 1/85, 8/85, and 11/86 editions may be used until supply is exhausted

**D. Procedure—How to Key Program Level 1 in RFORC**

**1. NONPROGRAM NUMBER**

Prompt is NPN. Input positions are 1-15.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 have an entry in the NPN block?<br>• If yes, go to step 2.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the CAN prompt. |
| 2 | Does the NPN entry begin with 2 numerics?<br>• If yes, go to step 3.<br>• If no, type the entry as shown.<br>**NOTE:** If you encounter an edit condition that you cannot correct, return the Form SS-5 to its origin for correction. |
| 3 | Is the third position a zero (0)?<br>• If yes, key the NPN entry but omit the zero in the third position.<br>• If no, type the number as shown.<br>**NOTE:** If you encounter an edit condition that you cannot correct, delete the keyed data and press SKIP. |

**2. CLAIMANT ACCOUNT NUMBER**

Prompt is CAN. Input positions are 16-27.

Does the SS-5 have an entry in the CAN block?

- If yes, key the number as shown,including letters.
  **NOTE:** If you encounter an edit condition that you cannot correct, delete the data keyed in this field and press SKIP.
- If no, press SKIP.
  **RESULT:** The cursor moves to the ITV prompt.

**3. INTERVIEW INDICATOR**

Prompt is ITV. Input position is 28.

Does the SS-5 show a Y in the ITV block?

## D. Procedure—How to Key Program Level 1 in RFORC (Cont.)

**3. INTERVIEW INDICATOR (Cont.)**

- If yes, type Y.
- If no, type N.

**4. PRIMARY BIRTH CERTIFICATE**

Prompt is PBC. Input position is 29. Must enter.

Does the SS-5 show a Y in the PBC block?

- If yes, type Y.
- If no, type N.

**5. EVIDENCE OF IDENTITY**

Prompt is EVI. Input position is 30. Must enter.

| *IF the SS-5 shows...* | *THEN key...* |
|---|---|
| Y | Y |
| W | W |

**6. EVIDENCE OF CITIZENSHIP/ ALIEN STATUS**

Prompt is EVA. Input position is 31. Must enter.

Does the SS-5 show a Y in the EVA block?

- If yes, type Y.
- If no, type N.

**7. EVIDENCE OF CITIZENSHIP/ ALIEN STATUS**

Prompt is EVC. Input position is 32. Must enter.

Does the SS-5 show a Y in the EVC block?

- If yes, type Y.
- If no, type N.

**8. NONWORK REASON**

Does the SS-5 show a Y in the NWR block?

- If yes, type Y.
- If no, type N.

**9. CERTIFICATION DATE**

Is a complete certification date shown on the SS-5?

- If yes, type the date in MMDDYY format.
- If no, press SKIP.

**RESULT:** The screen automatically links to position 1 of Program Level 2.

## E. Exhibit

Program Level 2 portion of the SS-5.

E. Exhibit (Cont.)

# SOCIAL SECURITY ADMINISTRATION
## Application for a Social Security Card

Form Approved
OMB No. 0960-0066

INSTRUCTIONS

- Please read "How To Complete This Form" on page 2.
- Print or type using black or blue ink. DO NOT USE PENCIL.
- After you complete this form, take or mail it along with the required documents to your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 16.

1 NAME
To Be Shown On Card

(1) FIRST | FULL MIDDLE NAME | LAST

FULL NAME AT BIRTH IF OTHER THAN ABOVE

(2) FIRST | FULL MIDDLE NAME | LAST

OTHER NAMES USED

2 MAILING ADDRESS
Do Not Abbreviate

(3) STREET ADDRESS, APT. NO., PO BOX, RURAL ROUTE NO.

(4) CITY | (5) STATE | (6) ZIP CODE

F. Procedure—How to Key Program Level 2 In RFORC

1. NAME TO BE SHOWN ON CARD

Prompt is NAA. Input positions are 1-53. Must enter,

**CAUTION:** The only special characters you may type in this field are hyphens and apostrophes.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| *STEP* | *ACTION* |
|---|---|
| 1 | Does the SS-5 show that the applicant uses only a single name?<br>• If yes, type UNKNOWN and press SKIP **twice**. Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show a first name?<br>• If yes, type the name using up to 16 characters and press SKIP.<br>• If no, type the middle name as the first name, using up to 16 characters and press SKIP. |
| 3 | Does the SS-5 show a first name **and** a middle name?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Type the surname shown on the SS-5 using up to 21 characters and press SKIP. |

## F. Procedure—How to Key Program Level 2 In RFORC (Cont.)

### 1. NAME TO BE SHOWN ON CARD (Cont.)

| STEP | ACTION |
|---|---|
| 5 | Does the SS-5 show a surname suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the NAB prompt. |

### 2. FULL NAME AT BIRTH

Prompt is NAB. Input positions are 54-206.

**CAUTION:** The only special characters you may type in this field are hyphens an apostrophes.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show a name at birth that is different from the name to be shown on card?<br>• If yes, go to step 2.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the STR.ADD prompt. |
| 2 | Does the SS-5 show that the applicant uses only a single name?<br>• If yes, type UNKNOWN and press SKIP twice. Go to step 5.<br>• If no, go to step 3. |
| 3 | Does the SS-5 show a first name?<br>• If yes, type the name using up to 16 characters and press SKIP.<br>• If no, type the middle name as the first name, using up to 16 charact and press SKIP. |
| 4 | Does the SS-5 show a first name **and** a middle name?<br>• If yes, type the middle name using up to 16 characters and press SK<br>• If no, go to step 5. |
| 5 | Type the surname shown on the SS-5 using up to 21 characters and press SKIP. |
| 6 | Does the SS-5 show a surname suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the STR.ADD prompt. |

### 3. MAILING ADDRESS STREET

Prompt is STR.ADD. Input positions are 107-186. Must enter.

Does the SS-5 show a mailing street address?

• If yes, type the address as shown and press SKIP.

**REFERENCE:** RM00406.002 discusses special address situations

• If no, type a question mark (?) and press SKIP.

## F. Procedure—How to Key Program Level 2 in RFORC (Cont.)

**4. MAILING ADDRESS CITY**

Prompt is CTY. Input positions are 187-213.

Is a mailing address city shown on the SS-5?

- If yes, type the city as shown and press SKIP.
- If no, press SKIP.

**5. MAILING ADDRESS STATE**

Prompt is STE. Input positions are 214-215. Must enter. Must fill.

| *IF the mailing address on the SS-5 IS...* | *THEN type...* |
|---|---|
| a U.S. State | the 2-letter State code<br>**REFERENCE:** RM00499.003 gives standard abbreviations. |
| Puerto Rico | PR |
| Virgin Islands | VI |
| American Samoa | AS |
| Guam | GU |
| Northern Mariana Islands | MP |
| any other foreign country | FF |

**6. ZIP CODE**

Prompt is ZIP. Input positions are 216-224. Must enter. Is the mailing address in the U.S.?

- If yes, this chart tells you how to key the ZIP code.

| *IF the ZIP code shown is...* | *THEN...* |
|---|---|
| 5 positions | • key the 5-position ZIP code AND<br>• press SKIP. |
| 9 positions | key the 9-position ZIP code |

**RESULT:** The screen automatically links to position 1 of Program Level 3.

- If no, this chart tells you how to key the ZIP code.

| *IF the mailing address on the SS-5 IS...* | *THEN...* |
|---|---|
| the Philippines | • key 96528 AND<br>• press SKIP. |
| Mexico | • key 78520 AND<br>• press SKIP. |
| Canada | • key 14301 AND<br>• press SKIP. |
| any other foreign country | • key 21203 AND<br>• press SKIP. |

**RESULT:** The screen automatically links to position 1 of Program Level 3.

## G. Exhibit

Program Level 3 portion of Form SS-5

## G. Exhibit (Cont.)

3 CITIZENSHIP (Check One) (1) ☐ U.S. Citizen ☐ Legal Alien Allowed To Work ☐ Legal Alien Not Allowed To Work ☐ Foreign Student Allowed Restricted Employment ☐ Conditionally Legalized Alien Allowed To Work ☐ Other (See Instructions On Page 2)

4 SEX (2) ☐ Male ☐ Female

5 RACE/ETHNIC DESCRIPTION (3) (Check One Only—Voluntary) ☐ Asian, Asian-American Or Pacific Islander ☐ Hispanic ☐ Black (Not Hispanic) ☐ North American Indian Or Alaskan Native ☐ White (Not Hispanic)

6 DATE OF BIRTH (4) MONTH DAY YEAR

7 PLACE OF BIRTH (Do Not Abbreviate) (5a) CITY (5b) STATE OR FOREIGN COUNTRY (6) FCI

8 MOTHER'S MAIDEN NAME (7) FIRST FULL MIDDLE NAME LAST NAME AT HER BIRTH

9 FATHER'S NAME (8) FIRST FULL MIDDLE NAME LAST

10 Has the person in item 1 ever applied for or received a Social Security number before?
☐ Yes (If "yes", answer questions 11-13.) ☐ No (If "no", go on to question 14.) ☐ Don't Know (If "don't know", go on to question 1

11 Enter the Social Security number previously assigned to the person listed in item 1.
☐☐☐-☐☐-☐☐☐☐

12 Enter the name shown on the most recent Social Security card issued for the person listed in item 1
FIRST MIDDLE LAST

13 Enter any different date of birth if used on an earlier application for a card. MONTH DAY YEAR

14 TODAY'S DATE ▶ MONTH DAY YEAR 15 DAYTIME PHONE NUMBER ▶ ( ) AREA CODE

DELIBERATELY FURNISHING (OR CAUSING TO BE FURNISHED) FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH

16 YOUR SIGNATURE ▶

17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: ☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other (Specify)

## H. Procedure—How to Key Program Level 3 in RFORC.

1. **CITIZENSHIP/ ALIEN STAUS**

Prompt is CSP. Input position is 1. Must enter.

| *If the SS-5 shows the citizenship/ alien status...* | *THEN type...* |
|---|---|
| U.S citizen | 1 |
| legal alien allowed to work | 2 |
| legal alien not allowed to work | 3 |
| foreign student allowed restricted employment | 4 |
| conditionally legalized alien allowed to work | 5 |
| other | 6 |

2. **SEX**

Prompt is SEX. Input position is 2.

***STEP ACTION***

## H. Procedure—How to Key Program Level 3 In RFORC. (Cont.)

**2. SEX (Cont.)**

| STEP | ACTION |
|---|---|
| 1 | Is the sex unknown? |
| | • If yes, go to step 2. |
| | • If no, go to step 3. |
| 2 | Is the sex evident from name or other indicators? |
| | • If yes, go to step 3. |
| | • If no, press SKIP. |
| 3 | Type 1 letter: |
| | F = Female M = Male |

**3. RACE/ ETHNIC DESCRIPTION**

Prompt is ETB. Input position is 3.

| *If the SS-5 shows...* | *THEN...* |
|---|---|
| Asian, Asian-American or Pacific Islander | type 1. |
| Hispanic | type 2. |
| Black (not Hispanic) | type 3. |
| North American Indian or Alaskan Native | type 4. |
| White (not Hispanic) | type 5. |
| no entry | press SKIP. |

**4. DATE OF BIRTH**

Prompt is DOB. Input positions are 4-11. Must enter. Must fill.

Type the applicant's birthdate in MMDDCCYY format. Fill any missing positions with zeros (0).

**CAUTION:** The system will automatically generate the century 19. To change the century, field back and change the 9 to 8.

**5. PLACE OF BIRTH**

Prompt is PLB.

a. City—Input positions are 12-38. Must enter.
Does the SS-5 show the city where the applicant was born?

- If yes, type the name of the city using up to 27 characters and press SKIP.
  **NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.
- If no, type a question mark (?) in the first position and press SKIP.

b. State—Input positions 39-40. Must enter. Must fill.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show the State or country where the applicant was born? |
| | • If yes to either, type the 2 position state or foreign country code. Go to Field # 6.<br>**REFERENCE:** RM00499.003 gives standard abbreviations. |
| | • If no to both, go to Step # 2. |
| 2 | Was the applicant born in the U.S.? |
| | • If yes, type US. Go to Field # 7. |
| | • If no, type UN. |

## H. Procedure—How to Key Program Level 3 In RFORC. (Cont.)

**6. FOREIGN COUNTRY INDICATOR**

Prompt is FCI. Input position is 41. AUTO SKIP.

Was the applicant born in the U.S.?

- If yes, go to field # 7.
- If no, field back and key an F.

**7. MOTHER'S NAME AT HER BIRTH**

Prompt is MNA. Input positions are 42-94. Must enter. NAME AT HER BIR

**CAUTION:** The only special characters you may type in this field are hyphen, apostrophe, and question mark (?).

**NOTE:** If you encounter an overflow condition, press CORRECT RESET an SKIP.

| *STEP* | *ACTION* |
|---|---|
| 1 | Does the SS-5 show that the applicant's mother uses only a single na<br>• If yes, type **UNKNOWN** and press SKIP twice. Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show the first name of the applicant's mother?<br>• If yes, type the first name using up to 16 characters and press SK<br>• If no, type a question mark(?) in the first position and press SKI |
| 3 | Does the SS-5 show the middle name of the applicant's mother?<br>• If yes, type the middle name using up to 16 characters and press<br>• If no, press SKIP. |
| 4 | Does the SS-5 show the maiden name of the applicant's mother?<br>• If yes, type the maiden name using up to 21 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKI |
| 5 | Does the SS-5 show a last name suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numer IX,<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP. |

**8. FATHER'S NAME**

Prompt is FNA. Input positions are 95-147.

**CAUTION:** The only special characters you may type in this section are hyph apostrophe, and question mark.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET ar SKIP.

| *STEP* | *ACTION* |
|---|---|
| 1 | Does the SS-5 show that the applicant's father uses only a single nan<br>• If yes, type **UNKNOWN** and press SKIP twice. Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show the first name of the applicant's father?<br>• If yes, type the first name using up to 16 characters and press SI<br>• If no, type a question mark (?) in the first position and press SKI |

**H. Procedure—How to Key Program Level 3 in RFORC. (Cont.)**

**8. FATHER'S NAME (Cont.)**

| STEP | ACTION |
|---|---|
| 3 | Does the SS-5 show the middle name of the applicant's father?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Does the SS-5 show the last name of the applicant's father?<br>• If yes, type the last name using up to 21 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKIP. |
| 5 | Does the SS-5 show a last name suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP. |

**I. Procedure—How to End Job RFORC** Press MODE key, then X, then C. Return the completed batch of SS-5s to the Four-Phase control area.

**J. References** RM00407.001, Form SS-5.
RM00406.002, Special Rules for Keying Names.

## 00407.006 How to Key Job RSPEC

**A. Preview**

| PROCEDURE | REFERENCE |
|---|---|
| How to display job RSPEC | B. below |
| How to key Program Level 1 in RSPEC | D. below |
| How to key Program Level 2 in RSPEC | F. below |
| How to key Program Level 3 in RSPEC | G. below |
| How to end job RSPEC | I. below |

**B. Procedure—How to Display Job RSPEC**

| STEP | ACTION |
|---|---|
| 1 | Enter your assigned initials. |
| 2 | Press MODE key. |
| 3 | Press E. |
| 4 | Key RSPEC. |
| 5 | Key a comma (,). |
| 6 | Key the 5-digit batch number. |
| 7 | Press the SKIP key.<br>**RESULT:** The screen prompt "SSN" appears. |

**C. Exhibit** Program Level 1 portion of Form SS-5

C. Exhibit (Cont.)

10 Has the person in item 1 ever applied for or received a Social Security number before?

☐ Yes (If "yes", answer questions 11-13.) ☐ No (If "no", go on to question 14.) ☐ Don't Know (If "don't know", go on to questi

11 Enter the Social Security number previously assigned to the person listed in item 1.

(1) ☐☐☐-☐☐-☐☐☐☐

12 Enter the name shown on the most recent Social Security card issued for the person listed in ite

FIRST MIDDLE LAST

13 Enter any different date of birth if used on an earlier application for a card. MONTH DAY YEA

14 TODAY'S DATE ▶ MONTH DAY YEAR 15 DAYTIME PHONE NUMBER ▶ ( ) AREA CODE

DELIBERATELY FURNISHING (OR CAUSING TO BE FURNISHED) FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT, OR B

16 YOUR SIGNATURE ▶

17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1
☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other (Specify)

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

| NPN | DOC (2) | NTI | CAN (3) | ITV |
|---|---|---|---|---|
| PBC (4) | EVI (5) | EVA (6) | EVC (7) | NWR | DNR | UNIT |
| EVIDENCE SUBMITTED | | | SIGNATURE AND TITLE OF EMPLOYEE(S) REVI ING EVIDENCE AND/OR CONDUCTING INTERVI | |
| | | | DA | |
| | | | DCL DA | |

Form SS-5 (5/88) 1/85, 8/85, and 11/86 editions may be used until supply is exhausted (8) (9)

D. Procedure—How to Key Program Level 1 in RSPEC

1. SOCIAL SECURITY NUMBER

Prompt is SSN. Input positions are 1-9. Must enter. Must fill.

Type the 9-digit Social Security number shown on Form SS-5.

2. DISTRICT OFFICE CODE

Prompt is DOC. Input positions are 10-12. Must enter. Must fill.

Type the 3-position code shown.

3. CLAIMANT ACCOUNT NUMBER

Prompt is CAN. Input positions are 13-24.

Does the SS-5 have an entry in the CAN block?

- If yes, type the number and letters shown.
- If no, press SKIP.

**RESULT:** The cursor moves to the PBC prompt.

## D. Procedure—How to Key Program Level 1 In RSPEC (Cont.)

**4. PRIMARY BIRTH CERTIFICATE**

Prompt is PBC. Input position is 25. Must enter.

Does the SS-5 show a Y in the PBC block?

- If yes, type Y.
- If no, type N.

**5. EVIDENCE OF IDENTITY**

Prompt is EVI. Input position is 26. Must enter.

| *IF the SS-5 shows...* | *THEN key...* |
|---|---|
| Y | Y |
| W | W |

**6. EVIDENCE OF AGE**

Prompt is EVA. Input positon is 27. Must enter.

Does the SS-5 show a Y in the EVA block?

- If yes, type Y.
- If no, type N.

**7. EVIDENCE OF CITIZENSHIP/ ALIEN STATUS**

Prompt is EVC. Input position is 28.

Does the SS-5 show a Y in the EVC field?

- If yes, type Y.
- If no, type N.

**8. ENTRY CODE**

Prompt is EC. Input position is 29. Must enter.

| *IF the code is...* | *THEN...* |
|---|---|
| zero (0) | type 0 |
| 2 | type 2 |
| 4 | type 4 |
| J | • press alpha shift key AND<br>• type J |
| S | • press alpha shift key AND<br>• type S |
| G | • press alpha shift key AND<br>• type G |

**9. ENTRY SUBCODE**

Prompt is ESC. Input position is 30.

| *STEP* | *ACTION* |
|---|---|
| 1 | Is the entry code in field # 8 zero (0) or 2?<br>• If yes, go to step 2.<br>• If no, go to step 3. |
| 2 | Is the entry subcode shown on the SS-5 R, W or D?<br>• If yes, key the code shown.<br>• If no, key W. |

**RESULT:** The screen will automatically link to position 1 of Program Level 2.

**D. Procedure—How to Key Program Level 1 In RSPEC (Cont.)**

**9. ENTRY SUBCODE (Cont.)**

| STEP | ACTION |
|---|---|
| 3 | Is the entry code in field # 8 a G?<br>• If yes, go to step 4.<br>• If no, press SKIP. |
| 4 | Is the entry subcode on the Form SS-5 X, M, E or J?<br>• If yes, key the code shown.<br>• If no, press SKIP. |

**E. Exhibit** Program Level 2 portion of Form SS-5

# SOCIAL SECURITY ADMINISTRATION
## Application for a Social Security Card

Form Approved
OMB No. 0960-00

INSTRUCTIONS
- Please read "How To Complete This Form" on page 2.
- Print or type using black or blue ink. DO NOT USE PENCIL.
- After you complete this form, take or mail it along with the required documents to your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 16.

1 NAME
To Be Shown On Card ▶ (1)
FIRST FULL MIDDLE NAME LAST

FULL NAME AT BIRTH IF OTHER THAN ABOVE (2)
FIRST FULL MIDDLE NAME LAST

OTHER NAMES USED

2 MAILING ADDRESS
Do Not Abbreviate ▶
STREET ADDRESS, APT. NO., PO BOX, RURAL ROUTE NO.

CITY STATE ZIP CODE

**F. Procedure—How to Key Program Level 2 In RSPEC**

**1. NAME TO BE SHOWN ON CARD**

Prompt is NAA. Input positions are 1-53. Must Enter.

**CAUTION:** The only special characters you may type in this field are hyphens and apostrophes.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show that the applicant uses only a single name?<br>• If yes, type UNKNOWN and press SKIP **twice.** Go to step 4.<br>• If no, go to step 2. |

## F. Procedure—How to Key Program Level 2 In RSPEC (Cont.)

### 1. NAME TO BE SHOWN ON CARD (Cont.)

| STEP | ACTION |
|---|---|
| 2 | Does the SS-5 show a first name?<br>• If yes, type the name using up to 16 characters and press SKIP.<br>• If no, type the middle name as the first name, using up to 16 characters and press SKIP. |
| 3 | Does the SS-5 show a first name **and** a middle name?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Type the surname shown on the SS-5 using up to 21 characters and press SKIP. |
| 5 | Does the SS-5 show a surname suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP.<br>**RESULT:** The cursor moves to the NAB prompt. |

### 2. FULL NAME AT BIRTH

Prompt is NAB. Input positions are 54-106.

**CAUTION:** The only special characters you may type in this field are hyphens and apostrophes.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show a name at birth that is different from the name to be shown on card?<br>• If yes, go to step 2.<br>• If no, press SKIP.<br>**RESULT:** The screen automatically links to position 1 of Program Level 3. |
| 2 | Does the SS-5 show that the applicant uses only a single name?<br>• If yes, type UNKNOWN and press SKIP **twice.** Go to Step 5.<br>• If no, go to step 3. |
| 3 | Does the SS-5 show a first name?<br>• If yes, type the name using up to 16 characters and press SKIP.<br>• If no, type the middle name as the first name using up to 16 characters and press SKIP. |
| 4 | Does the SS-5 show a first name **and** a middle name?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 5 | Type the surname shown on the SS-5 using up to 21 characters and press SKIP. |

**F. Procedure—How to Key Program Level 2 In RSPEC (Cont.)**

**2. FULL NAME AT BIRTH (Cont.)**

| STEP | ACTION |
|---|---|
| 6 | Does the SS-5 show a surname suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP.<br>**RESULT:** The screen automatically links to position 1 of Program Level 3. |

**G. Exhibit** Program Level 3 portion of Form SS-5

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3 CITIZENSHIP (Check One) (1) ☐ U.S. Citizen ☐ Legal Alien Allowed To Work ☐ Legal Alien Not Allowed To Work ☐ Foreign Student Allowed Restricted Employment ☐ Conditionally Legalized Alien Allowed To Work ☐ Other (See Instructions On Page 2)

4 SEX (2) ☐ Male ☐ Female

5 RACE/ETHNIC DESCRIPTION (Check One Only—Voluntary) (3) ☐ Asian, Asian-American Or Pacific Islander ☐ Hispanic ☐ Black (Not Hispanic) ☐ North American Indian Or Alaskan Native ☐ White (Not Hispanic)

6 DATE OF BIRTH (4) MONTH DAY YEAR

7 PLACE OF BIRTH (Do Not Abbreviate) (5a) CITY (5b) STATE OR FOREIGN COUNTRY

(6) Office Use Only FCI

8 MOTHER'S MAIDEN NAME (7) FIRST FULL MIDDLE NAME LAST NAME AT HER BIRTH

9 FATHER'S NAME (8) FIRST FULL MIDDLE NAME LAST

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**H. Procedure—How to Key Program Level 3 In RSPEC**

**1. CITIZENSHIP/ ALIEN STATUS**

Prompt is CSP. Input position is 1.

| *IF the SS-5 shows the citizenship/alien status...* | *THEN...* |
|---|---|
| U.S citizen | type 1 |
| legal alien allowed to work | type 2 |
| legal alien not allowed to work | type 3 |
| foreign student allowed restricted employment | type 4 |
| conditionally legalized alien allowed to work | type 5 |
| other | type 6 |
| not entered | press SKIP |

**2. SEX**

Prompt is SEX. Input position is 2.

| STEP | ACTION |
|---|---|
| 1 | Is the sex unknown?<br>• If yes, go to step 2.<br>• If no, go to step 3. |

## H. Procedure—How to Key Program Level 3 In RSPEC (Cont.)

**2. SEX (Cont.)**

| STEP | ACTION |
|---|---|
| 2 | Is the sex evident from the name or other indicators?<br>• If yes, go to step 3.<br>• If no, press SKIP. |
| 3 | Type 1 letter:<br>F = Female M = Male |

**3. RACE/ ETHNIC DESCRIPTION**

Prompt is ETB. Input position is 3.

| IF the SS-5 shows... | THEN... |
|---|---|
| Asian, Asian-American or Pacific Islander | type 1. |
| Hispanic | type 2. |
| Black (not Hispanic) | type 3. |
| North American Indian or Alaskan Native | type 4. |
| White (not Hispanic) | type 5. |
| no entry | press SKIP. |

**4. DATE OF BIRTH**

Prompt is DOB. Input positions are 4-11. Must enter. Must fill.

Type the applicant's birthdate in MMDDCCYY format. Fill any missing positions with zeros (0).

**CAUTION:** The system will automatically generate the century 19. To change the century, field back and change the 9 to 8.

**5. PLACE OF BIRTH**

Prompt is PLB.

a. City—Input positions are 12-38. Must enter.
Does the SS-5 show the city where the applicant was born?

- If yes, type the name of the city. Use up to 27 characters.
**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.
- If no, type a question mark (?) in the first position.

b. State—Input positions 39-40. Must enter. Must fill.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show the State or country where the applicant was born?<br>• If yes to either, type the 2 position State or foreign country code. Go to Field # 6.<br>**REFERENCE:** RM00499.003 gives standard abbreviations.<br>• If no to both, go to Step # 2. |
| 2 | Was the applicant born in the U.S.?<br>• If yes, type US. Go to Field # 7.<br>• If no, type UN. |

**6. FOREIGN COUNTRY INDICATOR**

Prompt is FCI. Input position is 41. AUTO SKIP.

Was the applicant born in the U.S.?

- If yes, go to field # 7.
- If no, field back and key an F.

**7. MOTHER'S NAME AT HER BIRTH**

Prompt is MNA. Input positions are 42-94. Must enter.

## H. Procedure—How to Key Program Level 3 In RSPEC (Cont.)

### 7. MOTHER'S NAME AT HER BIRTH (Cont.)

**CAUTION:** The only special characters you may type in this field are hyphen, apostrophe, and question mark (?).

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show that the applicant's mother uses only a single name?<br>• If yes, type **UNKNOWN** and press SKIP **twice.** Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show the first name of the applicant's mother?<br>• If yes, type the first name using up to 16 characters and press SKIP.<br>• If no, type a question mark(?) in the first position and press SKIP. |
| 3 | Does the SS-5 show the middle name of the applicant's mother?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Does the SS-5 show the maiden name of the applicant's mother?<br>• If yes, type the maiden name using up to 21 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKIP. |
| 5 | Does the SS-5 show a last name suffix?<br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX,<br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP. |

### 8. FATHER'S NAME

Prompt is FNA. Input positions are 95-147.

**CAUTION:** The only special characters you may type in this section are hyphen, apostrophe, and question mark.

**NOTE:** If you encounter an overflow condition, press CORRECT RESET and SKIP.

| STEP | ACTION |
|---|---|
| 1 | Does the SS-5 show that the applicant's father uses only a single name?<br>• If yes, type **UNKNOWN** and press SKIP **twice.** Go to step 4.<br>• If no, go to step 2. |
| 2 | Does the SS-5 show the first name of the applicant's father?<br>• If yes, type the first name using up to 16 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKIP. |
| 3 | Does the SS-5 show the middle name of the applicant's father?<br>• If yes, type the middle name using up to 16 characters and press SKIP.<br>• If no, press SKIP. |
| 4 | Does the SS-5 show the last name of the applicant's father?<br>• If yes, type the last name using up to 21 characters and press SKIP.<br>• If no, type a question mark (?) in the first position and press SKIP. |

**H. Procedure—How to Key Program Level 3 In RSPEC (Cont.)**

**8. FATHER'S NAME (Cont.)**

| *STEP* | *ACTION* |
|---|---|
| 5 | Does the SS-5 show a last name suffix?<br><br>**CAUTION:** The only suffixes allowed are JR, SR and Roman numerals I-IX.<br><br>• If yes, type the suffix and press SKIP.<br>• If no, press SKIP. |

**I. Procedure—How to End Job RSPEC**

Press MODE key, then X, then C. Return the completed batch of SS-5s to the Four-Phase control area.

**J. References**

RM00407.001, Form SS-5.
RM00406.002, Special Rules for Keying Names.

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